



Bill Owens
Governor

Colorado Department of Local Affairs

Barbara Kirkmeyer
Acting Executive Director

DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

BULLETIN NO. 14

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

DATE: April 12, 2006

THE BULLETIN IS AVAILABLE ON OUR WEBSITE.
www.dola.state.co.us/propertytax/index.htm

<u>Date</u>	<u>Title</u>	<u>Distribution</u>
4/10/06	Boulder County Position Opening	Review with staff. File in General Correspondence File.
4/12/06	Fremont County Position Opening	Review with staff. File in General Correspondence File.
4/12/06	Appraisal 102 - Cost Approach to Value	Review with interested personnel. Return registration form to Division. File in Education File.
4/12/06	Appraisal 607 - National USPAP Update Course	Review with interested personnel. Return registration form to Division. File in Education File.





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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Boulder County
Position Opening

DATE: April 10, 2006

DISTRIBUTION: Review with staff. File in General Correspondence File.

MEMORANDUM

The Boulder County Assessor's Office has a position opening for a Residential Appraiser. See attached announcement for more information.



BOULDER COUNTY
ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCES DIVISION
2025 14th St. Boulder, Co 80302 (303) 441-3508

POSITION OPENING ANNOUNCEMENT

April 6, 2006

Boulder County is a progressive employer offering a stable working environment, a comprehensive benefits package including health, dental and life insurance, PERA and Social Security retirement plan, wellness programs, flexible schedules, telecommuting, paid vacation and holidays, bus passes and more. Check us out at <http://www.co.boulder.co.us/>

Title: Residential Appraiser

Salary Range: \$ 3,041 - \$4,379/month

Description of the Work: The Boulder County Assessor's Office has an opening for Residential Appraiser to perform routine technical assessments on properties in Boulder County. The appraiser will be working within a team structure and will be expected to be able to work cooperatively with team members. Duties will include: performing appraisals of land, agricultural and residential buildings; contacting businesses and individuals to gather information pertinent to listing of structures and land; researching data and applying the appropriate approaches to value; providing information regarding tax laws and assessment process to tax payers; explaining appraisal decisions to taxpayers and defending appraisal decisions at various appeal levels; and performing related duties as required.

Qualifications: High school graduation or equivalent (Bachelor's Degree preferred) and requires two years of appraisal experience; or any equivalent combination of education and experience. Working knowledge of the three approaches to value, assessment law, and principles and practices of real property appraisal preferred. PC experience, including spreadsheet, word processing and data base experience is desirable. Prefer experience in mountain appraisal and/or experience in driving on mountain roads, and have the ability to physically inspect properties located in outdoor mountain terrain in all weather conditions.

Special Requirement: Must have Colorado Registered Appraiser License or the ability to obtain within three months of hire. Must possess and maintain a valid Colorado Driver's License

Application Information: An application must be completed for each position. No resumes accepted in lieu of application. Apply to Boulder County Human Resources, P.O. Box 471, Boulder, CO 80306; or in person at the Human Resources Office in the Courthouse East Wing at 2025 14th Street, Boulder, by fax 303-441-3494 or apply on line. Call with questions to 303-441-3508. All new employees and rehires will be required to provide documentary proof of their eligibility for employment. Boulder County is a public employer; therefore all applications are public information.

Deaf and hard of hearing assistance, call Relay Colorado 1-800-659-2656.

Application deadline for interested persons is April 20, 2006.

BOULDER COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Job Line 303 - 441-4555 Extension # 98037
2006.04.1701.AE1 0406AE1.POA



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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Fremont County
Position Opening

DATE: April 12, 2006

DISTRIBUTION: Review with staff. File in General Correspondence File.

MEMORANDUM

The Fremont County Assessor's Office has a position opening for an Appraiser.
See attached announcement for more information.



April 11, 2006

Fremont County is offering a stable working environment with a benefits package including health, dental and life insurance, CCOERA retirement plan and paid vacation and holidays.

TITLE: Appraiser

SALARY: \$13.12/hr

ESSENTIAL FUNCTIONS: Appraises all types of real property, including residential (single-family and multifamily), new construction, commercial, agricultural, and vacant land for tax assessment purposes.

OTHER DUTIES: Conducts field inspections, interacts with citizens of County and assists with deed transfers and land splits. Ability to work independently in the office and in the field.

QUALIFICATIONS: Knowledge of current computer technology and programs with the ability to utilize that technology.

ABILITY TO: Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to drive on unimproved and mountain roads.

TRAINING/EXPERIENCE: Bachelor's degree (BA) from four-year college or university; or one to two years related experience and/or training, or equivalent combination of education and experience.

WORK SCHEDULE: Full time position, 40 hours per week.

ADDITIONAL REQUIREMENTS: Colorado driver's license required. Colorado State Appraisal License required.

Apply to Fremont County Human Resources, 615 Macon Ave, Room 106, Canon City, CO 81212 or online at www.fremontco.com. Call 719-276-7410 with questions.

A FULL JOB DESCRIPTION CAN BE REVIEWED AT THE OFFICE OF HUMAN RESOURCES

“AN EQUAL OPPORTUNITY EMPLOYER”



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Barbara Kirkmeyer, Acting Executive Director

DIVISION OF PROPERTY TAXATION
JoAnn Groff
Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Appraisal 102 – Cost Approach to Value

DATE: April 12, 2006

DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File.

Cost Approach to Value (APR 102)

Five-day Workshop

Education Credit: 34 Credit Hours (Initial License, License Upgrade, and Continuing Education)

Tested: Mandatory

Recommended Prerequisite: Appraisal 108 - Introduction to Appraisal

Cost Per Student: \$25.00

(Please make checks payable to: Colorado Assessors' Association.)

TOPICS:

- Land Identification, Analysis, and Valuation
- Construction Nomenclature
- Property Inspection
- Cost Estimation
- Replacement Cost vs. Reproduction Cost
- Depreciation and Development of Depreciation
- Depreciation Table Development
- Renovations, Remodeling, Rehabilitation, Modernization
- Case Study

Class times are 8:30 a.m. to 4:30 p.m.

2006					
May 15-19	Walsenburg	Lathrop State Park	719-738-2376	70 County Road 502	Ken & Sue





COLORADO ASSESSORS' ASSOCIATION
DPT EDUCATION REGISTRATION FORM
1313 Sherman Street, Room 419
Denver, Colorado 80203
(303) 866-2371 Telephone
(303) 866-4000 Fax

County Name

- ☐ Assessor's Staff
- ☐ Commissioner's Staff
- ☐ Treasurer's Staff
- ☐ Clerk & Recorder's Staff
- ☐ Other

Please submit one registration form for each course title.

Course Title	
Location	
Course Date	

County Contact Person		
Work Phone Number (Include Area Code & Extension)		E-mail:

NAME	E-MAIL	SOCIAL SECURITY NUMBER (First-time Students ONLY)	COLORADO APPRAISAL LICENSE NUMBER

For **appraisal** classes e-mail rebecca.fisk@state.co.us

For **administrative** classes e-mail evelyn.morales@state.co.us



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DIVISION OF PROPERTY TAXATION
JoAnn Groff
Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Appraisal 607 – National USPAP Update Course

DATE: April 12, 2006

DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File.

National USPAP Update Course (APR 607)

One-day Course

Education Credit: 7 Credit Hours (Continuing Education)

Tested: Not for 2006

Recommended Prerequisite: Licensed Appraisers

Cost Per Student: \$57.00 (includes the cost of the current USPAP manual and 7-hour student manual). **All student registrations and fees for this class must be received by the Division by May 9, 2006, to meet ordering and shipping deadlines.**

(Please make checks payable to: Colorado Assessors' Association.)

TOPICS:

- Focuses on changes to the 2006 edition of USPAP: primarily the Scope of Work Rule.
- USPAP will be applied to everyday appraiser practice.
- Aids appraisers seeking competency in the Uniform Standards of Professional Appraisal Practice (USPAP).

Class time is 8:30 a.m. to 4:30 p.m.

2006					
June 8 Deadline May 9	Craig	Moffat County Extension Building	970-824-9102	539 Barclay Street	Ron





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For **appraisal** classes e-mail rebecca.fisk@state.co.us

For **administrative** classes e-mail evelyn.morales@state.co.us